Microsoft Word

Overview

With Elevate USA's Microsoft Word (I-II) training, participants will discover a world of benefits as they unlock features to boost their productivity. Uncover hidden shortcuts to creating reports, newsletters, tables, charts, and articles. This training will prepare participants for any kind of document.

Learning Objectives

- Learn the basics of Microsoft word
- Learn how to format a document
- Learn how to create tables and manage lists
- Learn how to create and insert graphics
- Learn how to format
- Learn to insert contents using Quick Parts
- Learn to apply the shortcuts and strategies to navigating Microsoft Word

Course Agenda Level I, II, and III each level one day.

1. Getting Started with Word
   1.1. Identify The Components of the Word Interface
   1.2. Create a Word Document
   1.3. Help
2. Editing a Document
   2.1. Find and Select Text
   2.2. Modify Text
   2.3. Find and Replace Text
3. Formatting Text and Paragraphs
   3.1. Apply Character Formatting
   3.2. Align Text Using Tabs
   3.3. Display Text as List Items
   3.4. Control Paragraph Layout
   3.5. Apply Borders and Shading
   3.6. Apply Styles
   3.7. Manage Formatting

4. Adding Tables
   4.1. Table
   4.2. Modify a Table
   4.3. Format a Table
   4.4. Convert Text to a Table
5. Managing List
   5.1. Sort a List
   5.2. Renumber a List
   5.3. Customize a List

1. Inserting Graphic Objects
   5.4. Insert Symbols and Special Characters
   5.5. Add Images to a Document
2. Controlling Page Appearance
   2.1. Apply a Page Border and Color
   2.2. Add a Watermark
   2.3. Add Headers and Footers
   2.4. Control Page Layout
3. Proofing a Document
   3.1. Check Spelling and Grammar
   3.2. Other Proofing Tools
4. Customize the Word Interface
   4.1. Additional Save Options
5. Using Templates
   5.1. Create a Document Using a Template
   5.2. Create a Template

1. Working with Tables and Charts
   1.1. Sort Table Data
   1.2. Control Cell Layout
2. Customizing Formats Using styles and Themes
   2.1. Create and Modify Text Styles
   2.2. Create Custom Lists or Table Styles
   2.3. Apply Document Themes
3. Using Images in a Document
   3.1. Resize an Image

3.2. Adjust Image Appearance
3.3. Integrate Pictures and Text
3.4. Insert and Format Screenshots

4. Inserting Content Using Quick Parts
   4.1. Insert Building Blocks
   4.2. Create and Modify Building Blocks
   4.3. Insert Fields Using Quick Parts

1. Controlling Text Flow
   1.1. Control Paragraph Flow
   1.2. Insert Section Breaks
   1.3. Insert Columns
   1.4. Link Text Boxes to Control Text Flow
1. Using Mail Merge
   1.1. The Mail Merge Features
   1.2. Merge Envelopes and Labels
   1.3. Create a Data Source Using Word
2. Using Macros
   2.1. Automate Tasks Using Macros
   2.2. Create a Macro

This program utilizes worksheets provided by the trainer on the day of each session. The worksheets correspond to class-specific examples and will help guide the participants through the training day.